

~~SECRET~~

Subj cy

2.7

:d .moy ni 001130 .hoy 20 M- 10/21-2432

25X1A1A

MEMORANDUM FOR: Assistant Director, OCS
 Assistant Director, OGS
 Assistant Director, GSI
 Assistant Director, GSA
 Assistant Director, GHI
 Director, FMSAC

SUBJECT: Control of Overtime

REFERENCE: Executive Director-Controller Memorandum of
 21 January 1964, same subject

Distinction:
 Address - 1
 Tech Address - 1
 25X1A9A

omron Staff Chrono - 1
 HP/Staff Chrono - 1
 25X1A9A

25X1A9A

1. A copy of Reference memorandum is attached for your information.
2. A review of IS/OIT Office records indicates the degree of over-time payments varies considerably in each Office. For comparison purposes, using as a base, funds authorized each Office in FY 1963 for personnel payments, overtime paid in some Offices is as much as 250 per cent greater than in other Offices.
3. The requirement is to reduce overtime in FY 1964 by not less than 25 per cent from FY 1963 levels. Since half the year is gone, we interpret the instruction to mean that overtime payments for the balance of the year must be reduced by 25 per cent below comparable time periods in FY 1963.
4. In FMSAC the total of overtime payments authorized for FY 1964 has been fixed at \$1,000.
5. Assistant Directors will immediately institute such controls as may be necessary over the authorization of overtime payments to ensure that the FY 1964 total does not exceed the new limitation stated in Paragraph 4. Assistant Directors will also review internal Office procedures to ensure that authority to approve overtime is placed at the highest practical supervisory level.
6. By 15 March each Office will submit to the IS/OIT a report of measures taken in that Office to reduce overtime payments and to ensure that overtime is authorized only when essential.

Signed: [Redacted] 25X1A9A

25X1A9A

Executive Officer
 Deputy Director
 (Science and Technology)

Attachment:

As stated

~~SECRET~~

GROUP 1
 Excluded from automatic
 downgrading and
 declassification

~~SECRET~~

Insert for each Office in para. 4:

PCS - [redacted]
OSI - [redacted]
OSA - 25X1A1A
OSI - [redacted]

Distribution:

- 25X1A9A 1 - Each Addressee
1 - [redacted]
1 - [redacted]
1 - PP/Staff Chrono
2 - DD/S&T Registry

25X1A9A DD/S&T: [redacted] 4020:hjb

BLEEDING FROM OBVERSE

25X1A9A [redacted] 4020:hjb

25X1A9A [redacted]
(preliminary has been made)

Excluded from automatic
downgrading and
declassification

~~SECRET~~